

- A. Manages the activities of staff in the crop, food processing and canning, and equipment maintenance operations; plans, implements, coordinates, monitors, and evaluates policies and procedures; develops guidelines, policies, procedures, rules, and regulations; and monitors compliance with state and federal health and food distribution regulations, codes, and standards and agency policies and procedures.
- B. Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; develops and implements techniques for evaluating program services and operations; and manages program evaluation activities.
- C. Oversees special investigations, program analyses, and research studies; identifies areas in need of change and makes recommendations to improve operations; and provides technical guidance to staff in handling complex program problems.
- D. Prepares and oversees the preparation of correspondence and program management and productivity reports; and develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary.
- E. Plans, assigns, and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:     MANAGER I –  
                                 Crops, Farm Equipment, and Canning Plant

SALARY GROUP:     B22

DEPARTMENT:       Agribusiness, Land and Minerals

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Agriculture, Agribusiness, Agriculture Economics, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning experience in the administration of an agriculture program. Eighteen semester hours of graduate study from an accredited college or university in Agriculture, Agribusiness, Agriculture Economics, or a related field may be substituted for one year of experience on a year-for-year basis for a maximum substitution of two years.
3. Three years full-time, wage-earning experience in the supervision of employees.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of edible or field crop management, farm equipment operations, and food processing operations.
3. Knowledge of farm and shop equipment leasing, contracting, sales procedures, and food processing procedures.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to manage program activities.
7. Skill to establish program goals and objectives.
8. Skill to develop and evaluate program policies and procedures.
9. Skill to interpret and apply rules, regulations, policies, and procedures.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:     MANAGER I –  
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SALARY GROUP:     B22

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10. Skill in administrative problem-solving techniques.
11. Skill to review technical data and prepare technical reports.
12. Skill in public address.
13. Skill to communicate ideas and instructions clearly and concisely.
14. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
15. Skill to prepare and maintain accurate records, files, and reports.
16. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dust, slippery or uneven walking surfaces, working at heights, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, various livestock management machinery, telephone, and automobile.